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### UM offers management-skills seminars

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# The University of Montana

## NEWS RELEASE

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Missoula, MT 59812  
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Nov. 16, 1993

### **UM OFFERS MANAGEMENT-SKILLS SEMINARS**

#### **MISSOULA --**

Supervisors and others interested in professional development can hone their skills in two essential aspects of effective management -- making decisions and managing priorities -- during upcoming seminars offered by The University of Montana.

"Tools for Quality Decision Making" is scheduled Wednesday, Dec. 1; "Managing Competing Priorities" is slated Thursday, Dec. 2. Both sessions, offered by UM's Center for Continuing Education, are scheduled from 8 a.m. to noon and from 1 to 4 p.m. at Missoula's Village Red Lion Inn.

Both seminars will be conducted by Gretchen McKay, a business owner, writer and management consultant from Olympia, Wash. McKay holds a master's degree in chemistry from Cleveland State University in Cleveland, Ohio, and has experience in product development and laboratory management. As a consultant and speaker she has shared her management ideas with more than 45,000 people across the United States and Canada.

The seminars are designed for all levels of management: supervisors, program directors, coordinators, operations and technical specialists, secretaries, customer and public service representatives.

Participants in the decision-making seminar will learn graphic, creative and systematic tools for making decisions. The priorities seminar will focus on new risk/value tools that empower

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workers to deliver quality services.

The seminar fee is \$125 for one session or \$220 for both. For more information or to register, call Melanie Matelich at UM's Center for Continuing Education, 243-2048. Enrollment is limited, and the registration deadline is Monday, Nov. 29.

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